# **IMPORTANT NOTICE:**

Please be advised that the Town is planning major road and water projects beginning in May of 2014 and extending through November of 2017. As such, the Town may need to decline approval of annual events as a result of construction disruptions, detours and rerouting of traffic or suggest alternative routes for proposed activities. This will particularly by the case for the Scituate Harbor area.

Your understanding in this regard is appreciated.

#### TOWN OF SCITUATE



600 Chief Justice Cushing Hwy. Scituate, Massachusetts 02066 Telephone (781) 545-8740

## Dear Special Event Applicant:

Enclosed is the Town of Scituate's Special Event Application. Please complete the application form, sign, date, and attach a legible site plan of your event. We cannot process an application without a date and applicant signature.

Submit the application to: Town of Scituate, Attn: Special Events Application, c/o Town Administrator's Office, 600 Chief Justice Cushing Highway, Scituate, MA 02066.

After initial review of the application, you will be notified of preliminary acceptance and provided a timeline for the complete review process, and fees that may be applicable.

The Town of Scituate Special Event Fee is \$100 per day, plus insurance requirements unless waived by the Town Administrator.

Once the appropriate Town Departments have reviewed and approved the application, you will be issued a permit after you have provided the Town of Scituate with full payment of the event fee, fulfillment of any additional identified requirements and have provided a Certificate of Liability.

Please allow 30 business days for the complete processing of your application. Approval cannot be guaranteed if applications are received less than 30 days prior to the event. The Town reserves the right to refuse any application if not in the best interest of the Town.

Thank you for your interest in the Town of Scituate. We look forward to working with you to ensure the success of your special event. In the meantime, if you have any questions, please contact Town Administrator Patricia A. Vinchesi at 781-545-8741.

#### SPECIAL EVENTS PERMIT APPLICATION

The application, together with any supplementary information and fees as may be required by the Town of Scituate, must be submitted to the Town Administrator's Office at 600 Chief Justice Cushing Highway, Scituate, MA 02066, not less than thirty (30) business days prior to the special event date to insure proper processing.

Please answer all questions. If they do not apply, put N/A. Thank you.

## APPLICANT INFORMATION

Applicant's Name :_					
Company/Organiza	tion:				
Telephone:		Cell Phone:			
Email:		Fax:	_ Fax:		
	]	EVENT INFORMATION			
Name of Event:					
Event Date/s:	Time/s:				
Set up Date/Time: _	e/Time: Take Down Date/Time:				
Event Location:					
Facilities Requested					
Park:	Street: Sidewalk/Trail:				
Public:	Private:	Other:			
Purpose & Descript	ion of Event:				
		ATTENDANCE			
Estimated Total Attendance: Registered Participan					
Volunteers:	rs: Staff:				

#### **EVENT SITE PLAN**

Attach event map and site plan with the following indicated:

- ✓ Detailed event layout/route with directional arrows, street names
- ✓ Placement and collection of signage, traffic control device, barricades
- ✓ Location of event staff, volunteers, traffic certified flaggers/monitors, and where police officers are needed

Transportation and parking plans:		
Plans for security/crowd control, first aid/medical assistance, and traffic route/intersection control:		
Plans for portable toilets, garbage, sanitation and clean-up:		
Plans for notifying all agencies, businesses, and residents impacted by your event:		
Trans for notifying an ageneres, businesses, and residents impacted by your event.		
Will food and/or liquor be distributed/sold at event: No Yes(please explain plans)		
Will there by signage? No Yes		
In accordance with section 710.6 of the Scituate zoning bylaw, permission to erect temporary		

## INSURANCE REQUIREMENT

event signs shall be given only by consent of the Building Commissioner

For special events involving the use of Town facilities or public right-of-way, proof of liability insurance with coverage in the amount of \$1,000,000.00 per occurrence, unless an additional amount is required for the activity by the Town Administrator.

The Town Administrator may allow a lower amount or waive this requirement when the event is not open to the general public and the risks presented by the request justify a lower amount.

Said general liability insurance for bodily injury and property damage shall include the Town of Scituate, 600 Chief Justice Cushing Highway, Scituate, MA 02066 as an additional named insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon at least 30 days' prior written notice to the Town.

#### HOLD HARMLESS

The applicant agrees to defend, indemnity, and hold harmless the Town of Scituate, its appointed and elective officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the Town of Scituate, its elected or appointed officials or employees directly or indirectly arising out of the permit issued hereunder for the event scheduled. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

#### FEDERAL, STATE & LOCAL LAWS, ORDINANCES & CODES

All terms, conditions and provisions of current law, including but not limited to Town of Scituate Code shall remain in full force and effect and shall not be altered by this permit. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating use of public property.

The Town Administrator or appointee, may revoke or terminate this application/permit if applicant fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given him/her.

The applicant certified that he/she has read and examined this application and know the same to be true and correct and agrees to comply with the terms and conditions contained herein.

	Signature o	Signature of Applicant	
	Date		
Department Approvals:	For Use By Town Staff O	nly	
Administration:	BOS:	_ Police Dept:	
Fire Dept:	DPW/Highway:	DPW/PG:	
Board of Health:	Building/Inspections:	Harbormaster	
Recreation Director:			
Please note any additional cond	itions of approval by your depa	rtment:	



**CONTACT INFORMATION**This page is for your information. You do not need to include it with your application

Scituate Town Administrator	Patricia A. Vinchesi	781-545-8741 pvinchesi@scituatema.gov
Scituate Police Department	W. Michael Stewart, Chief	781-545-1212 mstewart@scituatema.gov
Scituate Fire Department	John Murphy, Chief	781-545-8749 chief@scituatefire.org
Scituate DPW	Kevin Cafferty, DPW Director	781-545-8731 kcafferty@scituatema.gov
Scituate Board of Health	Jennifer Keefe, Director	781-545-8725 jkeefe@scituatema.gov
Scituate Building Department	Neil Duggan, Inspector	781-545-8716 nduggan@scituatema.gov
Scituate Harbormaster	Stephen Mone, Harbormaster	781-545-8724 smone@scituatema.gov
Scituate Recreation Directors	Jennifer Vitelli	781-545-8738
	Maura Glancy	jvitelli@scituatema.gov mglancy@scituatema.gov

## **COMMUNITY IMPACT**

<u>TOWN STREE</u>	ETS		
_	Blocked (Barriers, or Blocked (Less than on	•	than one hour)
Explanation: _			
		-	nap of the planned route
PUBLIC FACI	<u>LITIES</u>	TOWN PERSO	ONNEL IMPACT
	Park Buildings Docks, Piers, Floats Other		Police Dept. – Estimated hours DPW - Estimated hours Fire Dept. – Estimated hours Other (please explain)
<u>OTHER</u>			
	Local Merchants Town Equipment Will event include for Coordinate recycling of		No ion and pickup with DPW
with the applica	ant may be held to discu	uss concerns of an	te. Prior to approval or denial, a meeting y of the parties. Additional information hould be attached to this completed form.
			45 days in advance. A completed must be voted by the Board of Selectmen
Applicant Sign	ature		Date